



## **GAHANNA CIVIL SERVICE COMMISSION APPLICATION PACKET FOR POLICE OFFICER**



**“The Mission of the Gahanna Division of Police is to serve and protect our diverse community by building partnerships to provide professional law enforcement services that safeguard the lives, rights and property of all.”**

**Respect - Commitment - Integrity - Professionalism**

## Salary Range

1/1/2021 Rates	Step 1	Step 2	Step 3	Step 4
Hourly	\$29.25	\$33.15	\$38.23	\$47.92
Annually	\$60,834.54	\$68,942.11	\$79,522.11	\$99,672.30

\*current wage rates are under negotiations

- New hires begin at Step 1 and advance to the next step after each year of service
- The Chief of Police may start a new hire with experience at a higher step as defined below
  - OPOTA Certification and 1-3 years prior experience starts at Step 2.
  - OPOTA Certification and 3+ years of experience starts at Step 3.
  - OPOTA Certification and 4+ years of experience starts at Step 4.

## Statement of Hiring Standards

Along with the qualifications listed in the job description, candidates must meet the requirements of the City of Gahanna Background Hiring Standards. All information provided to the City of Gahanna will be verified through a **DETAILED** background investigation, including a truth verification examination. [The Background Hiring Standards are contained in Appendix A.](#)

## Police Officer Civil Service Process

The civil service testing process contains multiple steps. The steps include:

1. File an application during the specified times and meet the minimum qualifications as stated in the job posting.
2. Complete and pass the entrance examination through the National Testing Network.
3. Complete and pass the Physical Fitness Test.
4. Complete and pass the Oral Examination.

The testing process is detailed in Gahanna Civil Service Rule 13, Police Officer Selection Procedures. To view civil service rules, visit <https://www.gahanna.gov/wp-content/uploads/2019/05/Civil-Service-Rules-Regulations-Adopted-5.8.19.pdf> . See **appendix B for 2022 hiring timeline and job description.**

### *Step 1 - Formal Application with the City of Gahanna*

#### **Completing the Application**

- File an application between February 1- 28, 2022 at 11:59 PM, at <https://www.governmentjobs.com/careers/gahanna>
- After completing the application, you will receive an invitation or pre-approval within 24 hours inviting you to Step 2 of the testing process.

## Claiming Military Service Credit

**Military Service Credit:** Active Duty or Active Military Duty means full time duty with military pay and allowances in the armed forces. Reserve training, exercises and time less than 180 days shall be excluded. When an applicant has received a passing grade of seventy percent (70%), or the grade set by the Director of Human Resources as passing in a police officer final score, he/she shall be granted an additional credit of **two (2) points** for military credit. Requests for additional credit for military service, along with proof of satisfactory service, shall be submitted to the Human Resources Department with the application. Documentation for credit must be received on or before the close of the job posting. Such proof shall include branch of service, service dates, character of discharge (if not active) and/or are in good standing if currently active. Examples of an acceptable document for proof would be a DD-214 form or equivalent; or an official letter from the candidate's commanding officer.

## Step 2 - Entrance (Written) Examination

### Examination Deadline

- The written examination is completed through the National Testing Network (NTN).
- **You must be PRE-APPROVED to submit testing scores from the National Testing Network to the City of Gahanna.** You will receive pre-approval after completing Step 1.
- Scores will be accepted from NTN for exams completed between August 1, 2021 and March 11, 2022.
- Examination dates close to our deadline fill up quickly. NTN has an online testing option. Online testing is limited, so sign up immediately.
- We encourage you to register early to ensure you can complete the examination prior to our deadline. If a testing date is filled, it will be removed from the calendar. If no testing dates remain, you can contact National Testing Network so they know there is an interest; however, they cannot guarantee a new testing date will open.
- For any questions pertaining to the written examination, contact National Testing Network at 1-866-563-3882.

### Date and Location of Test

- The written examination is offered through National Testing Networks at multiple times and locations throughout the United States, including online testing.
- To register, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).
- A complete list of locations and examination dates and times are also available through their website at: [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).

### Examination Information

- In an effort to increase testing integrity, **each individual will be required to show two pieces of identification, one containing his/her picture. If taking the online test, follow instructions from NTN.**
- The use of cellular phones will be prohibited during the examination. No cellular phones, taping, video, or picture taking devices will be allowed in the testing room.
- The examination will consist of the following concepts:  
*Judgment; Human Interaction; Responding Calmly to Provocation; Unbiased Enforcement; Social Maturity and Ethics; Handling Authority; Gaining Cooperation; Observation and Analysis; Reading; Writing.*
- A candidate must score at least 70% in each test section to pass the exam.

## Examination Fee

- The written examination fee is due to National Testing Network at the time that you register for the written examination.
- The fee is set by National Testing Network and the current rate can be found at: <https://nationaltestingnetwork.com/publicsafetyjobs/test-pricing.cfm>.
- Should you want to send your results to multiple participating cities or agencies, you would pay an additional fee; however, you only have to complete the test once per testing cycle. This fee is not refundable and can also be found on the NTN test pricing page.

## Step 3 - Physical Fitness Examination

All candidates completing Steps 1 and 2 with a passing score the written examination will be invited to the physical fitness test. You will receive an email with instructions to self-schedule your physical fitness examination.

## Date and Location of Examination

**Location:** Lincoln High School 140 Hamilton Rd., Gahanna, OH 43230

**Time:** 0800- 1200. Registration begins 30 minutes prior to testing time.

**Dates:** April 4-15, 2022

\*specific dates and times will be announced in the self-schedule email

\*Registration will close promptly at the test start time. No admittance after testing has started. Additional times may be added or deleted as needed.

Note: Only verifiable reasons for changing to the other exam date will be accepted, such as work scheduling or a documented medical reason. Requests for different date must be emailed to [hr@gahanna.gov](mailto:hr@gahanna.gov)

1. If you are unable to successfully complete the physical fitness examination, you will be disqualified from the process.
2. **Two forms of identification are required**, including one that is government-issued and bears your photograph. The other identification must include at least your name, such as a work identification, credit card or bill.
3. Wear appropriate clothing to the physical fitness exam. The exam will be held indoors and outdoors.
4. The exam will be administered by Police personnel and will be evaluated in accordance with established and valid fitness standards as outlined by the Cooper Institute and as prescribed by the Ohio Peace Officer Training Commission (OPOTC).

## Standards and Preparation for the Physical Fitness Examination

**See Appendix C** for a complete description of the standards of the physical fitness examination.

Visit <https://www.gahanna.gov/join-our-team/> to view a video of the fitness standards.

#### *Step 4 – Oral examination*

The oral examination will consist of a scored panel interview. The top 75 candidates successfully completing all steps of testing will be invited to the oral examination. The oral examination board will include: one police supervisor, one police training officer and one police officer.

The oral examination will be held May 2-6, 2022. Candidates invited to the oral examination will receive an email invitation to self-schedule a date and time.

#### *Eligible List*

##### **Creation of Eligible List**

The eligible list will be created from applicants who successfully pass all steps in the hiring process. 100% of the eligibility score will be determined by the oral examination. Applicants will be notified of their standing after the list is created.

Duration of Lists. The term or eligibility of each list and of the names appearing thereon shall be for a period of one (1) year from the date of the establishment of the eligibility list. At the discretion of the Director of Human Resources, an eligibility list may be terminated before its expiration date or extended for an additional six (6) months.

Tied Scores. In the event two or more applicants receive the same score in open competitive examination, names of all applicants receiving such score shall be placed on the eligibility list with the same ranking.

##### **Removal from Eligibility List**

See Section 13.09 of the City of Gahanna Civil Service Rules and Regulations.

#### *Offenses in Examination*

See Section 13.04 of the City of Gahanna Civil Service Rules and Regulations

#### *Appeals*

Per Chapter 149.05 of the City of Gahanna Codified Ordinances, appeals shall be in writing and shall be filed with the Clerk of Council within 30 calendar days from the date of the action being appealed. An appeal is considered filed when it is time stamped by the office of the Clerk of Council. Any appeal received after 5:00 p.m. on a business day or at any time on a non-business day shall be considered to be filed on the next business day.

*Written Examination Appeals* - Pursuant to Section 13.02 of the Gahanna Civil Service Rules, all challenges must be made to the National Testing Network.

#### *Physical Fitness Examination Appeals*

If any candidate wishes to protest the results of an event in the physical fitness examination, it must be done immediately after that event, and the decision of the Director of Human Resources will be final; however, information will be given to the candidate for appeal rights to the Civil Service Commission pursuant to Chapter 149 of the City of Gahanna Codified Ordinances.

### *Selection Process completed by the Gahanna Division of Police*

After the eligible list is established, names will be certified to the Division of Police pursuant to Gahanna Civil Service Rules, Section 13.08(c). The following steps will be completed in the selection process:

1. Completion of background investigation paperwork
2. Polygraph examination
3. Comprehensive background investigation
4. Investigative interviews, including home, neighbor and employer interviews
5. Completion of PRADO Quick View Law Enforcement and Emotional Intelligence Assessment. This assessment will assist the Division in determining candidate fit in the department culture and organizational goals.
6. Chief's interview

After the Chief's interview, those selected candidates will receive a conditional offer of employment. All candidates receiving a conditional offer of employment must complete and pass the following:

1. Psychological Examination, including a written exam and psychological evaluation by a licensed and certified psychologist
2. Pre-employment physical exam, including drug screen (10-Panel Plus Extended Opiates), cardiac Stress Test, VO<sub>2</sub> max testing – the numerical measurement of the body's ability to consume oxygen and EKG and chest x-ray.

### **Contact Information**

If you have questions about this process, please carefully read through this packet to see if you can find the information you are seeking. If you are unable to find an answer to your question, you can reach us at:

Human Resources Department: [hr@gahanna.gov](mailto:hr@gahanna.gov) or 614-342-4457

Police Recruitment Officer: [police.recruiting@gahanna.gov](mailto:police.recruiting@gahanna.gov)

Background Detective: [police.background@gahanna.gov](mailto:police.background@gahanna.gov)

- *If you would like a paper-copy of this packet, you may pick one up from: Gahanna City Hall, HR Department (2<sup>nd</sup> Floor), 200 S Hamilton Rd, Gahanna, OH 43230. Office Hours are M-F, 8am-5pm.*

### **Accommodation/Interpreter**

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative within two business days of submitting the application. Medical documentation will be required. Should you require services of a professional interpreter during the examination, please contact a Human Resources representative within two business days of submitting the application.

### **Public Records**

The City of Gahanna cannot guarantee the confidentiality of the results of, or information obtained through our hiring procedures. Rulings of the Ohio Supreme Court relative to the Public Records Act indicate that, with certain enumerated exceptions, records maintained by a governmental entity are a matter of public record and, should a proper request be made by a member of the public for such records, the governmental entity would be required to make such records available to that member of the public within a reasonable period of time. Employment related documents, with the exception of medical records, maintained by the City of Gahanna related to these hiring procedures do not appear to fall within the enumerated exceptions.



# Gahanna Division of Police Background Hiring Standards

## Appendix A



All standards are cause for removal for time frames listed and any time during the selection process. Unless otherwise noted, standards that reference a time frame will be calculated from the date of application. Applicants are removed from the eligible list and selection process for any of the following reasons:

### **A. Honesty/Falsification:**

1. At any stage of the selection process, the applicant provides false, incorrect or substantially inconsistent information.
2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, relative to, and governed by, any of the Background Hiring Standards.
3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
4. If applicable, any attempt by the applicant to distort the truth verification examination results.
5. The applicant's use or attempted use of political influence to secure employment.

### **B. Personal History:**

1. A conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws for police officer applicants.
2. Verified or admitted physical abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship or has had a relationship.
3. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
4. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
5. Verified or admitted sexual abuse of another to include, but not limited to, any of the following as defined in the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred: Rape, Sexual battery, Unlawful sexual conduct with a minor, Gross sexual imposition, sexual imposition, importuning, Voyeurism.

### **C. Employment:**

1. Two or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations, or resulting from being laid off from a position of employment.
2. Post-probationary termination or resignation in lieu of discipline from any criminal justice related employment.
3. Abuse of a position of trust through theft of time or services.
4. Any incident of engaging in an act of discrimination or harassment.
5. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
6. Any failure to establish and maintain a residence within a sixty mile radius of police headquarters within 6 months of employment.





# Gahanna Division of Police Background Hiring Standards

Appendix A



**D. Military History** – Except as provided below in Number 3 of this Section, applicants are removed from the selection process for any of the following reasons:

1. Dishonorable or Bad Conduct Discharge from the Military.
2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or other listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).
3. An Other Than Honorable Discharge from the Military will be evaluated to determine whether the applicant should be removed from the selection process.
4. Failure to register with selective service, if required by law.

**E. Traffic:**

1. Any conviction of vehicular homicide or related offense(s).
2. OVI: Conviction within the past five (5) years including physical control; More than one (1) OVI conviction and/or physical control as an adult; More than two (2) OVI convictions, if one of the convictions was as a juvenile.
3. Four (4) moving violations in the past three (3) years as an adult.
4. Failure to possess a valid driver's license. Failure to hold auto insurance as required by resident state, if the applicant owns a motor vehicle
5. One (1) conviction involving operating a motor vehicle while under suspension (or an applicable ORC statute or Municipal code) or leaving the scene of an accident, within two (2) years of application.
6. One (1) or more revocation or suspension of a driver's license as an adult, in effect during the past five (5) years. (Unless applicant can show that the suspension was the result of an error by the BMV, random selection, or administrative overlap).

**F. Gambling** – The term “gambling offense” includes any activity defined as gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Applicants are removed from the selection process for any of the following reasons:

1. Conviction of a gambling offense, within the last five (5) years.
2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the applicant gains, or attempts to gain, a financial benefit.

**G. Criminal Activity:**

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any insurance claims or applications for welfare, workers' compensation, unemployment compensation or other public assistance benefit program determined to be fraudulent by the body overseeing the claim, compensation, or benefit program.
3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed in these standards.
4. Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred.
5. Any admission or conviction of a M-1 or M-2 misdemeanor offense, as an adult, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the





# Gahanna Division of Police Background Hiring Standards



## Appendix A

last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).

6. Any admission or conviction of soliciting another for sexual conduct/contact, whether or not the offense was legal at the time and place where the act occurred, in the last five (5) years.
7. Any admission or conviction of more than one (1) M-1 or M-2 misdemeanor offense, as a juvenile, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards) (does not include traffic or minor misdemeanors).
8. Any admission of an offense of carrying a concealed weapon within the last five (5) years if it is defined as a felony by the federal, state, or local law where the offense occurred.

### **H. Controlled Substances:**

1. Any use or purchase of drugs of abuse (except marijuana) within five (5) years before application or admitted use during any portion of the selection process. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken for reasons other than intended use, in more than once incident without a prescription.
2. Any possession, use, or purchase of marijuana within two (2) years prior to application date or any time during the selection process.
3. Any illegal sales or manufacture of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 years of age.

\*For the purpose of this standard the "use" of drugs includes, but not limited to, when an applicant smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

\*For the purpose of this standard, the "purchase" of marijuana or other illegal drugs include those purchases made by pooling of resources or money by the applicant and others for substances for their own use.

### **I. Applicant Non-Responsiveness:**

1. Failure to appear for pre-interview/interview.
2. Failure to appear for physical fitness testing.
3. Failure to appear for or attempts to distort the truth verification examination.
4. Failure to appear for medical/stress test.
5. Failure to appear for psychological exam.
6. Failure to respond to phone calls or correspondence from agency personnel.
7. Unable to locate at address/phone number on file.
8. Applicant is no longer interested in employment with the Gahanna Division of Police.



# Gahanna Division of Police

## 2022 Police Officer Hiring Timeline



Start	End	Process
2.1.2022	2.28.2022	<b>Application Period</b>
8.1.2021	3.11.2022	<b>Written Examination: NTN Civil Service Testing Period</b>
3.21.2022	3.25.2022	<b>Email Notice to applicants</b> <ul style="list-style-type: none"> <li>Results of written examination will be sent as scores are received from NTN</li> <li>Passing applicants will receive self-schedule email for PT test</li> </ul>
4.4.2022	4.15.2022	<b>PT Test Administered at Gahanna – Lincoln High School</b> <ul style="list-style-type: none"> <li>0700,0900,1100</li> </ul>
4.18.2022	4.22.2022	<b>Email Notice to applicants:</b> <ul style="list-style-type: none"> <li>Results of PT Test</li> <li>Top 75 applicants will receive email to self-schedule panel interview and complete personal history statement</li> </ul>
Candidates will have 10 days to complete after PHS is emailed		<b>Personal History Statement</b> <ul style="list-style-type: none"> <li>This will be completed using an online platform</li> <li>PHS must be submitted prior to oral examination</li> </ul>
5.2.2022	5.6.2022	<b>Oral Examination - Top 75 Candidates</b> <ul style="list-style-type: none"> <li>Panel Interview Date/Time – TBD</li> </ul>
5.9.2022	5.13.2022	<b>List certified by Human Resource Director</b> <ul style="list-style-type: none"> <li>Applicants notified of results and placement on eligible list</li> </ul>
5.23.2022	8.5.2022	<b>Polygraph</b> <ul style="list-style-type: none"> <li>Times 0900 and 1300</li> <li>Candidates will receive notice to self-schedule</li> </ul>
5.23.2022	8.5.2022	<b>Background Investigations</b> <ul style="list-style-type: none"> <li>Top 20 candidates begin backgrounds</li> <li>PRADCO quick view Law Enforcement and Emotional Intelligence Assessment</li> </ul>
8.15.2022	8.19.2022	<b>Notice to candidates to self-schedule Chief's interview</b>
8.22.2022	9.2.2022	<b>Chiefs Interview of top applicants</b>
9.5.2022	9.9.2022	<b>Conditional Offer of Employment</b>
9.12.2022	11.11.2022	<b>Medical/Psychological/Exam and Drug Screen</b>
11.14.2022	12.2.2022	<b>Appointment; HR Processing and Start Dates prior to Academy; Swearing In</b>
12.2022		<b>Columbus Police Academy Begins</b>
July	2023	<b>Academy Graduation</b>
7/2023	10/2023	<b>Field Training Period</b>
October	2023	<b>Solo Patrol Assignment</b>

## Appendix C: Physical Fitness Examination Preparation

### HOW WILL PHYSICAL FITNESS BE MEASURED?

The Physical Fitness Examination consists of three (3) basic tests. Each test is a scientifically valid test. A video tutorial of the tests and the manner in which they are administered can be found at <https://www.youtube.com/watch?v=HtEYyNN5dyk>. A three inch sponge will be used as a guide during the push-up test as referenced in the video, for all candidates.

The tests will be given in the following sequence with a rest period between each test.

1. **1 MINUTE PUSH-UP TEST** - One push-up is considered complete if it breaks the horizontal plane with the body parallel to the floor.
2. **1 MINUTE SIT UP TEST** - The score is in the number of bent leg sit-ups performed in 1 minute. One sit up is considered complete when the upper body breaks the vertical plane with fingers laced behind the head and elbows out to the side.
3. **1.5 MILE RUN** - The score is in minutes and seconds.

### WHAT ARE THE STANDARDS?

1. The minimum acceptable standards published in the following tables are representative of the 30<sup>th</sup> percentile of the *Cooper Standards for Law Enforcement*.
2. The actual performance requirement for each test is based upon norms for a national population sample.
3. The applicant must pass every test during a single session.

The required performance to pass each test is based upon gender and age bracket by decade. While the absolute performance is different for the eight (8) categories, the relative level of effort is identical for each age and gender group. All candidates are required to meet the same percentile rank in terms of their respective age/gender group.

### PHYSICAL FITNESS CHART

TEST	MALE				FEMALE			
	Ages				Ages			
	20-29	30-39	40-49	50 +	20-29	30-39	40-49	50+
<b>1 Minute Push Up</b> (Minimum #)	26	20	15	10	13	9	7	6
<b>1 Minute Sit-Up</b> (Minimum #)	35	32	27	21	30	22	17	12
<b>1.5 Mile Run</b> (Maximum Time in minutes)	13.08	13.48	14.33	16.16	15.56	16.46	18.26	20.17